

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

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www.atu.edu/academics

Deans' Council Agenda
Rothwell 456
Monday, February 27 at 3:00pm

- I. Textbook adoptions
Action: Departments move forward with electronic textbook adoptions through FacultyEnlight by March 17th. Academic Affairs will determine process for late adoptions before April 1st.
- II. Non-standard class times
Discussion: Limited lab space creates scheduling issue for lab sections, but regular lecture sections are predominantly in standard class times.
Action: Deans run ARGOS report to review summer and fall schedule for non-standard class times.
- III. Continuation: Program review
 - a. Schedule
 - b. Cognate/Embedded programs
 - c. Viability**Action: Submit changes to cognate/embedded programs and plans for non-viable programs to Dr. Underwood by March 17th. Review [checklist for program review](#) and [internal program review schedule](#) provided by Dr. Austin and provide feedback.**
- IV. Continuation: Setting course schedule one year at a time
Action: Discuss further at next meeting; Tammy to look into creating base schedule in Banner and report.
- V. Report on DegreeWorks
Discussion: Activity logging is being recorded in the system; IR and OIS are working together to divide reporting responsibilities.
- VI. Roundtable
Discussion: The 2014-15 cohort has through Summer 2017 to be awarded earned Associate degrees for inclusion in the graduation rate.
Action: Tammy and Wyatt to bring plan for identifying students and communicating to Deans at next meeting.

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Discussion: Banner has no mechanism for limiting repeats; it would be a manual process for each advisor.

Discussion: Our probation/suspension policy is in line with others in the state.

Action: Review [schedule for contacting unregistered students](#) provided by Dr. Giroir; discuss further at next meeting.

Action: Deans consider what courses could be offered during the winter intersession (December 18 – January 5) and send to Dr. Norton.

Action: Deans let Dr. Woods know of any students with less than 75 hours who are interested in PR, advertising, marketing, etc., for a MARCOMM internship opportunity.

Upcoming Deadlines:

March 1 – Non-teaching summer assignments due (email to pchronister@atu.edu)

March 8 – Faculty accomplishment submissions due (Sara to email Deans a list to review)

March 10 – Standing committee election results due (email pchronister@atu.edu)

March 17 – Summer and fall textbook adoptions due

March 17 – Changes to cognate/embedded programs and plans for non-viable programs due (email dunderwood@atu.edu)

April 3 – Faculty retirement plaque verbiage due (email to sbailey19@atu.edu)

April 15 – Annual faculty evaluations and third year reviews due (send to Andrea)

April 28 – Updated faculty vitas due to Academic Affairs (request flash drive from Andrea)